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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION ADMINISTRATION
Washington, D. C.

April 14, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-18

To: Branch and Division Chiefs, Washington Office
From: Edward J. Kelly, Chief, Finance and Accounts Division
Subject: Telephone Inventory

It is requested that the Finance and Accounts Division be furnished with a listing of the telephones in use by each Branch and Division, as of April 15, 1943.

This listing should state the following information in columnar form:

Extension No.	Room No.	Number of Stations	Pick-up	Symbol of Room Nos.	Appropriation Chargeable
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As indicated, the only information required is the extension number of each main station, the location, the number of additional instruments, if any, connected to each main station, and their location by room numbers. Data relative to special wiring plans, switches, etc., are not desired.

It will be appreciated if the information requested is submitted to Room 6207 by April 20, 1943.

Edward J. Kelly

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